

HOW TO OBTAIN A FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE

CHP 361D (Rev. 01-07) OPI 062

APPLICATION PROCEDURES

Enclosed is an Application for Fleet Owner Inspection and Maintenance Station License (CHP 361N). Print legibly or use a typewriter to complete all entries as prescribed below.

To obtain an Inspection and Maintenance Station (IMS) License, motor carriers must designate a California terminal and **obtain application approval from the appropriate California Highway Patrol (CHP) Motor Carrier Safety Unit (MCSU)**. *Applications received without this approval will be returned without action.*

After completing the application, applicants must make an appointment for a terminal inspection with the appropriate MCSU from the list on the reverse side of these instructions.

Upon completion, including MCSU approval, mail the original application and \$10.00 fee to:

California Highway Patrol
Accounting Section - IMS Licensing
P.O. Box 942902
Sacramento, CA 94298-2902

DO NOT SEND CASH OR COMBINE WITH ANY OTHER APPLICATION OR FEE.

APPLICATION LINE ITEM INSTRUCTIONS

Complete all entries. Incomplete applications will be returned.

REASON FOR APPLICATION: Check the appropriate box(es) corresponding to the reason(s) for submitting the application.

APPLICANT NAME: Company name. This name must be the same as the name listed for your California Carrier Identification Number (CA number).

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN): Enter the federal EIN assigned to the company by the Internal Revenue Service. This unique number ensures company records are not duplicated in the CHP's database. Individuals with no employees may not have been issued this number; in that case no entry is required. **Do not use a Social Security Number.**

OWNERSHIP INFORMATION: Check the appropriate box corresponding to the ownership type of the applicant. If the applicant is an individual with no federal EIN, a valid driver's license number and the state of issue are required. All requested information is necessary to prevent duplication of database records.

NAME CHANGE: If the company previously held a CHP IMS License under a different name, enter that name.

TELEPHONE NUMBER: Enter the applicant's phone number, including area code.

ADDITIONAL NAME THE COMPANY IS DOING BUSINESS AS: List additional registered, legal names the applicant is doing business as (other than the applicant's name).

MAIL LICENSE ATTENTION: If the license is to be mailed to a specific company individual, enter that person's name, otherwise leave blank.

INSPECTION AND MAINTENANCE STATION ADDRESS, CITY, STATE, and ZIP CODE: Enter the complete terminal address for the shop where the vehicles are inspected and maintained.

MAILING ADDRESS, CITY, STATE, and ZIP CODE: Enter the complete mailing address where the license is to be sent.

CALIFORNIA CARRIER IDENTIFICATION NUMBER: Enter the CA number assigned to the company.

TERMINAL FILE CODE NUMBER: Enter the file code number assigned to the location to be licensed.

CHP IMS LICENSE NUMBER and EXPIRATION DATE: Enter the current CHP IMS License number and expiration date (renewal only).

CALIFORNIA CORPORATION NUMBER: Enter the corporation's identification number if incorporated.

TOTAL VEHICLES OPERATED: Enter the number of powered and towed vehicles operated and maintained from this station location.

APPLICANT BACKGROUND: If the response is "yes" to any of the questions, *provide an explanation on the reverse* side of the application. Attach an additional sheet of paper if necessary.

CERTIFICATION AND APPLICANT'S SIGNATURE: All applicants shall enter the date of the last terminal inspection performed at this location and the subsequent Safety Compliance Rating assigned by the CHP. All motor carriers who transport property, other than those excepted in Vehicle Code (VC) Section 34601, shall include their valid Motor Carrier Permit expiration date.

AUTHORIZED CERTIFIER'S SIGNATURE: An authorized corporate officer or authorized representative of the company must sign the certification and print or type their name and title.

QUALIFICATIONS FOR LICENSE

Each fleet owner inspection and maintenance station shall be equipped to inspect, service, and repair vehicles and related components and equipment as required by laws and regulations relating to the safe operation of such vehicles.

Each station shall maintain, readily accessible to the superintendent of maintenance, at least one current copy of the California Vehicle Code; Title 13, California Code of Regulations (13 CCR), Chapter 2; and if the fleet is engaged in interstate transportation, Title 49, Code of Federal Regulations (49 CFR), Chapter 3, Parts 390 through 397.

Each station shall maintain in current status and available to the superintendent of maintenance all appropriate publications issued by the CHP and by manufacturers, including handbooks, bulletins, manuals, and instructions related to safe condition of vehicles, vehicle components, and auxiliary equipment.

Required reference materials (Code Publications, Handbooks and Bulletins) may be maintained in either printed or electronic form, provided the superintendent of maintenance can readily access the information.

At least one full-time journeyman truck mechanic, as defined in 13 CCR Section 615.1(f), **shall be regularly employed** in each station.

Systematic inspection and maintenance of vehicles, and records of such inspection and maintenance, shall be in compliance with the provisions of applicable parts of 13 CCR Sections 1232 and 1234 and, if vehicles are engaged in interstate transportation, the applicable Federal Motor Carrier Safety Regulations (FMCSR).

Each station shall have a demonstrated satisfactory compliance history with the Department.

STATUTORY AUTHORITY FOR LICENSE

An IMS license is authorized by the laws and regulations of the State of California (Section 2525 VC). Fleet owners holding an IMS license shall comply with all of the following:

- (1) Conduct all installations, adjustments, inspections, and maintenance pursuant to Division 12 VC (commencing with Section 24000 VC) and 13 CCR, Division 2.
- (2) If engaged in interstate transportation, also conduct inspections and maintenance in accordance with the FMCSR contained in 49 CFR, Chapter 3, Parts 390 through 397.
- (3) If operating or maintaining vehicles described in subdivisions (a), (b), (d), (e), (f), or (g), of Section 34500 VC, **enroll each licensed inspection and maintenance station in the CHP's Biennial Inspection of Terminals (BIT) Program** pursuant to subdivision (d) of Section 34501.12 VC and pay the fee required by subdivision (e) of that section.

Fleet owners **may not certify corrections or repairs**, except for vehicles in the owner's fleet.

APPROVAL/QUESTIONS

If you have questions about the licensing requirements, or to schedule an inspection, contact the nearest CHP Motor Carrier Safety Unit from the following list.

Fresno	4771 W. Jacquelyn Ave.	559-445-6992
Los Angeles	437 No. Vermont Ave.	323-644-9557
Redding	2485 Sonoma St.	530-225-2098
Rancho Cordova	P. O. Box 2088	916-464-2102
San Bernardino	847 E. Brier Dr.	909-806-2414
San Diego	9330 Farnham St.	858-650-3655
San Luis Obispo	4115 Broad St., B-10	805-549-3261
Vallejo	1551 Benicia Rd.	707-648-4180

If you have questions about the application process or required fee, or if you need additional forms, you may contact the CHP Commercial Vehicle Section at (916) 445-1865.

PUBLICATIONS SOURCES

CHP publications are available from the Department's Publications Unit at (916) 375-2101.

The complete California Vehicle Code is available from a local office of the Department of Motor Vehicles.

13 CCR is available from:

Barclays Law Publishers
Post Office Box 95767
Chicago, IL 60694-5767
(800) 888-3600

Copies of 49 CFR may be obtained from the U.S. Government Printing Office Book Stores:

Southern California
Arco Plaza, Level C
505 South Flower Street
Los Angeles, CA 90071-2181
(213) 239-9844

Northern California
Marathon Plaza
303 Second Street
San Francisco, CA 94107-1366
(415) 512-2770

Internet Access: The California Vehicle Code may also be accessed through the Internet at "<http://www.leginfo.ca.gov/calaw.html>". California Code of Regulations may be accessed at "<http://ccr.oal.ca.gov/>". 49 CFR may be accessed at the National Archives and Records Administration's web site at "<http://www.access.gpo.gov/nara>".

RIGHT TO PRIVACY - INFORMATION PRACTICES ACT STATEMENT

Information requested on the Fleet Owner Inspection and Maintenance Station License Application (CHP 361N) is required by the California Code of Regulations and the California Vehicle Code. Failure of the applicant to provide the information will be cause for the CHP to deny issuance of the license. The information is required to establish license eligibility. Information collected may be released to other law enforcement agencies. Misrepresentation of a material fact on the license application constitutes grounds for denial or revocation of the license.

Records concerning the license will be retained as long as the license is active plus three years. Records will be maintained by the commander of the Commercial Vehicle Section of the California Highway Patrol.

You have the right to review personal information, but not confidential information, in files which are maintained on you by the California Highway Patrol.